

EXECUTIVE
CAREER SERVICE
ANNUAL PERSONNEL PLAN

APP
FBI

SUMMARY STATEMENT

"E" CAREER SERVICE APP ANALYSIS

The following paragraph is a capsule description of the major items discussed or reported upon in the attached APP analysis provided by the "E" Career Service.

The "E" Career Service analysis was submitted with the caveat that the service is not as stable as other career services due to the unpredictable requirements that the DCI area must fill. The DCI area had an unusually large number of losses over that projected for FY 79. In addition to retirements the Office of General Counsel had an unusual turnover at the GS-08 and below level. Because of the heavy losses, promotions were double the projected figure. Conversions from Clerical to Professional status were relatively low, as expected; conversions were primarily in OGC and OPA. There was no change over the past year in the on-duty strength of Women and Minorities in the "E" Career Service although the number of Hispanics increased by one.

REF ID: A623

25 February 1980

MEMORANDUM FOR: Deputy Director of Central Intelligence

THROUGH : Office of Personnel Policy, Planning
and Management

FROM : Daniel B. Silver
Chairman, "E" Career Service Board

SUBJECT : FY 1980 Annual Personnel Plan (APP)
Analysis

1. The "E" Career Service analysis is submitted with the caveat that the service is not as stable as other career services due to the unpredictable requirements that the DCI Area must fill. During this period the Counterintelligence group was inherited by the O/DCI and the function expanded. OLC brought into its fold the NFAC Congressional Liaison, in addition it expanded its role. O/EEO took on new requirements not foreseen, Upward Mobility and Uniform Guidelines. It appears the current year will be the same with the establishment of APEX and the Executive Committee Staff.

2. The following is an analysis of the several important factors concerning the FY 1980 APP:

- o The DCI Area had an unusually large number of losses over the projected losses for FY 79. [redacted] retirements, approximately 47% of the total separations and 35% of the total losses were not projected.
- o In addition to the retirements, the Office of General Counsel had sixteen losses, an unusual heavy turnover at the GS-08 and below level. These losses were for a variety of reasons and in many instances secretaries searched and found higher salaries in legal related positions in the private sector. No analysis is offered as to why departees sought job changes. The salary increase does not appear to be the sole persuasion to change jobs.

- o Because of the heavy losses in "E" career service, promotions were double the projected figure.
- o Conversions from clerical to professional was about what was expected. The DCI Area is a professionally oriented group which requires considerable indepth exposure of highly disciplined personnel. Upward mobility and conversion to professional positions will be low in the DCI Area.
- o Conversions for clerical to professional positions were in two main areas. OGC (clerical to paralegal) and OPA (clerical to Public Affairs officer). The reason for these areas fostering conversions is the fact that a degree is not an absolute requirement.
- o Women have increased over the base year by 7.0 percent. However, there has been no change in percentage over the past year. Blacks increased 5.0 percent over the base year with no change over the past year. There has been no change in percentage of Asians. Hispanics have increased by one over last year.

3. An analysis of the "E" Career Service APP was attached to the report when it was submitted to OPPPM. That analysis was accurate and should be used with the above as a supplement.

[Redacted Signature Box]

Daniel B. Silver

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cc: AO/DCI

DCI Area

APP Analysis

-o- The DCI Area had a significant number of gains and losses over the projected goal for FY 79. Losses ran over [REDACTED] This was due mainly in the higher grades, i.e., GS-14 and above to unexpected retirements. The lower level losses, GS-08 and below were due to an unusual large turnover in the Office of General Counsel.

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-o- The promotion targets for FY 1979 were met in full, in fact they were exceeded by approximately twice the projected figures at all grades.

-o- The ratio of professional to clerical [REDACTED] there are no high or low ratios evident,

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-o- The actual losses are higher than projected, this was due primarily to retirements unprojected and "early out" being offered "E" Career Service employees in the Office of the Inspector General. As mentioned above, the clerical turnover in OGC was significant. The actual gains were more than double the projected amount to offset the loss.

-o- The DCI Area had [REDACTED] conversions to professional status. The mix was of academic to non-academic was sufficient to maintain the quality required in the work force. None of the conversions are contributable to a formal upward mobility program. The number of professional conversions were approximately the same as the number of professional EODs.

-o- Although lateral entries were higher than projections, this does not indicate a shortage of specialists in the DCI Area.

-o- Due to the early out option, retirements were higher than the projections.

-o- Women have increased over the base year by 7.0. However, there has been no change in percentage over the past year. Blacks increased by 5.0 over the base year and no change over last year. There has been no change in percentage for Asian. However, Hispanics have increased by one over last year.

-o- The movement of clerical to professional status indicates that women dominate this area. The reason is that women make up the vast majority of personnel GS-08 and below.

-o- PRAs have not increased significantly over the past year.